



## SECTION 4. BOARDS, COMMISSIONS, COUNCILS AND COMMITTEES

### 4.37 PROCUREMENT COMMITTEE

**A. PURPOSE.** The purpose of the Procurement Committee is to propose, review, and recommend to both the County Manager and the Board of County Commissioners improvements to all aspects of the Procurement function, which includes Countywide Procurement Codes, policies and procedures, recommendation of standardizations, process improvement, customer service, fixed assets program, and the P-Card function.

#### **B. DUTIES/RESPONSIBILITIES.**

(1) Propose, review and recommend to the County Manager procedures consistent with this section, and the Seminole County Code governing the procurement, management, control, and disposal of any and all supplies, services, and construction for the County. The Committee shall have the power to audit and monitor the implementation of procedures as adopted by the County Manager and the requirements of this section, but shall not exercise authority over the award or administration of any particular contract, or over any dispute, claim, or litigation pertaining thereto.

(2) Review recommendations on standardization on the use of brands, makes and/or types of supplies or both. Standardization is authorized by the County Manager and is based on compatibility of equipment, cost savings to the County, ease of maintenance or any other grounds found to make standardization in the best interest of the County. After its adoption, each standard specification or brand shall, until revised or rescinded, apply in terms and effect to every future purchase and contract for the supply described in such specification. However, any user department if approved by the County Manager can be exempt from utilizing the standard specification. The Committee must receive written documentation, requesting an exemption and stating why an exemption is needed. All specifications shall be definite and certain and shall permit and encourage competition to the maximum extent possible consistent with accomplishing the purposes of the user department. The duration of the standardization should be no greater than six (6) years and a review shall occur when necessary to reflect any technology advances/changes that shall occur when necessary to reflect any technological advances/changes that might make replacement more economical over the life expectancy of the system.

**C. MEMBERSHIP STRUCTURE.** The Committee shall be composed of the following officials and employees who shall be appointed by the County Manager as needed without additional compensation:

- (a) Positions:
  - (i) Deputy County Manager
  - (ii) Purchasing and Contracts Division Manager
  - (iii) County Attorney or designee
  - (iv) A County Department Director



- (v) A County Division Manager
- (vi) A County professional, mid-management, or supervisory employee

**D. LEGAL ISSUES.**

(1) Financial Disclosure is not required to serve on the Procurement Committee.

(2) The Loyalty Oath is not required of members of the Procurement Committee.

(3) Sunshine and Public Records laws apply to the meetings and records of the Procurement Committee.

(4) Membership on the Committee does not constitute an office for purposes of constitutional prohibition on dual office holding.

**E. AUTHORITY.** Resolution 2010-R-132 adopted June 22, 2010  
Resolution 2012-R-107 adopted June 12, 2012